

**NEVADA DEPARTMENT OF AGRICULTURE**

**AGRICULTURAL EDUCATION GRANT**

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**Guidelines and Application**

**Administered by**

**The Nevada Department of Agriculture**

Full Application due March 10th, 2016

**405 South 21<sup>st</sup> Street**  
**Mark Stone, NDA Contract Manager**  
**(775) 353-3629**  
**[m.stone@agri.nv.gov](mailto:m.stone@agri.nv.gov)**



## **NDA AGRICULTURAL EDUCATION GRANT**

### **Background/Overview**

In 1950, another law began a change that took over twenty years to take effect. That year, Congress passed the Rural Rehabilitation Corporation Trust Liquidation Act, which directed the Secretary of Agriculture to liquidate the corporation trusts in an expeditious fashion. The Secretary complied, but virtually all of the states that year signed new trust agreements with the Farmers Home Administration, generally allowing FmHA to use the assets for insured operating and farm ownership loans and such other rural rehabilitation purposes permissible under the corporation's charter as may from time to time be agreed upon between the corporation and the government.

In 1973 negotiations between the states and the Farmer's Home Administration resulted in model trust agreement, allowing states, who requested it, the right to administer their own assets. FmHA and the corporations signed agreements: ensuring that corporation funds are used in compliance with their current "Use Agreements" and the corporation's articles of incorporation; that the corporation complete reports on their use of assets on a yearly basis; and that corporations do not exceed a three percent (3%) administrative limitation per year. Nevada still operates under this model agreement.

Initially many states used these funds for participation loans with FmHA which has become the major activity of most of the re-established state organizations. These loans were similar to the insured farm ownership loans made by FmHA while the assets were under their administration and provided ample security to the organizations' investments. But most states also adopted additional purposes such as guaranteed student loan program, awards, internships, scholarships, education and travel stipends for agricultural education projects and programs.

Up until this year, Nevada has mostly used these funds for student loans for agricultural education students to purchase and raise animals. This is the first that Nevada, following the example of other states, is making these funds available as a grant.

### **Scope of Work and Program Priorities**

The Nevada Department of Agriculture is awarding an agricultural education grant to:

1. Increase agricultural literacy across the state;
2. Ensure the future of Nevada's agriculture industry through educational and career training opportunities to youth.

### Application Deadline

To be eligible for consideration, completed proposals must be received electronically by the NDA **no later than the close of business (5:00 pm) on March 10, 2016.**

The Nevada Department of Agriculture will **not** accept any submission of any incomplete applications. Any applicant that fails to satisfy this deadline requirement will be considered non-responsive and will not be considered for funding under this announcement. Deadline extensions will **not** be provided to applicants that miss the posted application deadline.

### Funding Availability

To further the work of the Nevada Department of Agriculture's efforts in agricultural literacy and education, the agency has \$240,000 to accomplish the following initiatives:

- a. Provide agriculture curriculum, resources and training to Nevada K-12 teachers, students and the public.
- b. Support for the beginning or expansion of student Supervised Agricultural Experience programs
- c. Support skill development and career preparation of Nevada youth
- d. Support for expansion/impact of agricultural education in rural Nevada.
- e. Support NDA's agricultural literacy efforts
- f. Support for the development of youth leadership skills
- g. Support for agricultural youth organizations

### Term of Grant

The period of performance for the FY 2016 grantee is 24 months, from March 2016 to March 2018. Renewal available based on review of use of projects funded and health of the fund.

## **Eligible Recipients**

Eligible applicants are those that:

- Are recognized as a 501(c)(3) organization in good standing at the federal and state levels
- Mission and vision is aligned with the promotion and expansion of agricultural education and associated youth programs in Nevada
- Have a governing board and fiscal staff to properly manage granted funds
- Have successfully fulfilled prior contracts with the Nevada Department of Agriculture
- Are able to fulfill the initial objectives of the funding which include: financial support to youth members to carry out agriculturally oriented projects sponsored and supervised by their organization, financial support to assist youth/young adults in obtaining on-the-job training, participating in intern or educational training programs, etc. to further their education or to come qualified for or to improve their skills or employability.
- Agree to submit reports to NDA on use of funds
- Have the ability to temporarily invest funds to ensure continued growth

## **Nevada Business License and Good Standing Requirements**

### **Active and Good Standing and Nevada State Business License Requirements**

Applicant agencies that are a Nevada corporation, LLC, LP, LLP, or LLLP must have a current Nevada Business License. Organization or individuals that have been exempted from having a business license must provide proof that they have been exempted. Non-profit corporation must show that their corporation is active and in good standing. Satisfactory proof may include one of the following from the applicant:

- A copy of the certificate of good standing or,
- A copy of an unexpired business license or,
- A print-out from the Nevada's Secretary of State's free Business Entity Search showing active status.

<b>Cost Principle and Allowable/Unallowable Costs</b>
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## **Cost Principles**

The costs included in proposed budgets must conform to OMB Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and all applicable state laws and regulations. All costs must meet the following general criteria:

- Be necessary and reasonable and allowable for proper and efficient performance and administration of the sub-grant. Cost should not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. When determining reasonableness of a given cost, the following should be considered:
  - The cost must be a type generally necessary for the organization's operations or the grants performance.
  - The cost must be in compliance with Federal, state and your organization's own established policies for incurring a cost or charge.
  - Consideration must be given for market prices for comparable goods or services in the geographic area.
  - Individual responsible for the expenditure must act with due prudence in carrying out their responsibilities to the Federal and State government and the public at large as well as to the organization.
- Be allocable to the Nevada Department of Agricultural Grant project goals and objectives. If cost are shared for a good or service than that portion of the costs allocable to the grant must be in accordance to the relative benefits received. A cost is allocable to a grant if it:
  - is incurred solely to advance work under the grant;
  - benefits both the grant and other work of the organization, including other grant-supported projects and programs and can be distributed in proportions that may be approximated using reasonable methods;
  - is necessary to the overall operation of the organization under similar circumstances and is deemed to be assignable, at least in part, to the grant.
- Be authorized or not prohibited under state or local laws and regulations;
- Be consistent in assigning costs to cost objectives and must treat costs, consistently for all work of the organization under similar circumstances, regardless of the source of funding, to avoid duplicate charges.
- Be in conformance with limitations and exclusions contained in the terms and conditions of this award.

## **Financial Management**

### **Accounting System Requirements**

Financial records, statistical records, supporting documents, and other records pertinent to this award shall be retained for a period of three years the end date of this grant. Records that relate to audits, appeals, litigation, or settlement of claims arising out of the performance of the project shall be retained until such audits, appeals, litigation, or claims have been disposed of, but not earlier than three years from the end of this grant. The NDA Fiscal staff, or any of their duly authorized representatives, shall have access to any pertinent documents, books, papers, and records of the recipient organization to make audits, examinations, excerpts, and transcripts.

### **Co-mingling of Funds**

In no case will NDA Agricultural Education Grant funds be commingled with the personal funds of, or be used for personal purposes by, any officer, employee, or agent of the recipient; nor will any of these funds be deposited in personal bank accounts for disbursement by personal check.

### **Supplanting**

Requests that seek to replace operational funding for ongoing projects that have suffered losses of state or federal funding, or to supplant other local, state or federal funding.

### **Fraud, Waste, and Abuse**

Anyone who becomes aware of the existence (or apparent existence) of fraud, waste, or abuse related to these grants or use of grant funds should report this information to the Nevada Department of Agriculture (NDA).

Fraud, waste, and abuse include, but is not limited to, embezzlement, misuse, or misappropriation of grant funds or property, and false statements, whether by organizations or individuals. Examples are theft of grant funds for personal use, using funds for non-grant related purposes; theft of federally owned property or property acquired or leased under a grant; charging inflated building rental fees for a building owned by the recipient; submitting false financial reports; and submitting false financial data in bids submitted to NDA.

## Application and Submission Instructions

All applicants must submit proposals according to the instructions provided in this announcement. Applications not submitted in the manner prescribed in this announcement will be considered non-responsive. Non-responsive applications will not be considered for funding under this announcement.

All copies must be signed. Proposals received after 5:00pm on March 10<sup>th</sup>, 2016 may not be considered for funding.

### Application Formatting and Length Instructions

Please complete your proposal in a Microsoft Word Document

Application Font: Times New Roman

Application Font Size: 12 point

Application Spacing: Single-spaced

Application Printing: Single-sided

Binding: Bind Clips only. Application cannot be stapled, in three ring binders, or otherwise bound.

**Applicant's that fail to follow all of the formatting requirements listed above shall not be considered for funding.**

The application should be a minimum of 5 pages with attachments not to exceed 10 pages of narrative with attachments.

### Submission Instructions

Application must be received by Mark Stone Fiscal Services, by:

***Friday, May 10<sup>th</sup>, 2016 at 5 PM.***

*The application must be typed. Incomplete applications will not be considered so please ensure that you thoroughly read this document and address all questions completely prior to submission. Complete the required format in a Microsoft Word document. Applications are due by May 10th 2016 5:00 p.m. PST.*

- Applications will be accepted via mail, electronic mail, express delivery or hand delivery to the NDA office at 405 South 21<sup>st</sup> Street, Sparks NV 89341. ***Both an electronic copy (word document) and hard copy of your application must be received.*** When submitting a hard copy, include three signed, unbound original (applications should not be

permanently bound or in a notebook). Send applications to both the address and e-mail below:

Nevada Department of Agriculture  
Administration Division  
Attn: Mark Stone, Fiscal Services  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431  
Email: [m.stone@agri.nv.gov](mailto:m.stone@agri.nv.gov)

*Inquiries regarding the application process should be addressed to the contact information provided on page one.*

### **Number of Copies**

Three (3) copies of the full application including all attachments.

### **Mailing Application Instructions**

Mail application, including all required documents, to:

Nevada Department of Agriculture  
Administration Division  
Attn: Mark Stone, Fiscal Services  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431

### **Applications Delivered in Person**

Deliver applications to front desk. Make sure applications, including all required documents, are delivered in an envelope or box between 8 AM and 5 PM to:

Nevada Department of Agriculture  
Administration Division  
Attn: Mark Stone, Fiscal Services  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431



<b>Timeline/Deadlines</b>
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**March 3rd, 2016** – Request For Proposal released by NDA

**March 10<sup>th</sup>, 2016**-Full Applications are due to NDA

**March 11<sup>th</sup>, 2016**-Technical and Budget Review by NDA Fiscal Staff

**March 14<sup>th</sup> 2016**- Selection Committee Review Date (subject to change)

**March 15<sup>th</sup>, 2016** -Funding Recommendation to Director's Office (subject to change)

**March 16<sup>th</sup>, 2016** - Announcement of Award funds are made. Notification and sub-award agreements/contracts are sent by NDA

<b>Application Required Documents (page requirements)</b>
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- i. Submittal Cover Letter-1 pages maximum
- ii. Personnel Descriptions and Qualifications-1 page maximum
- iii. Projective Narrative-1 pages maximum
- iv. Budget Narrative- 1 page maximum
- v. Budget-1 page maximum
- vi. Copy of Business License or Proof of Good Standing
- vii. Quotes for Special Equipment Purchases

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Applicant Cover Page
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<b>Project Title</b> (No more than 50 characters)		
<b>Name of Organization</b>		<b>Address of Organization</b>
<b>Employer Identification Number</b>		
<b>PROPOSAL INFORMATION</b>		
<b>Requested Start Date:</b>		<b>Anticipated End Date:</b>
<b>Requested Amount:</b>		<b>Total Project Cost:</b>
	<b>PROJECT LEADER</b>	<b>CHIEF EXECUTIVE</b>
<b>Full Name</b>		
<b>Title</b>		
<b>Organization</b>		
<b>Telephone Number</b>		
<b>Tax ID#</b>		
<b>Duns#</b>		
<b>E-Mail Address</b>		
<b>Mailing Address</b>		

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Personnel Descriptions and Qualifications**

Applicants must describe the positions that will be directly working on the project. Provide position descriptions for those positions that include their roles, responsibilities in the applicant organization. Also provide qualifications of proposed FTE project staff. This should not be longer than one (1) page.

## **Project Narrative**

Applicants should clearly and concisely describe the proposed project including: needs assessment, objectives, anticipated activities and deliverables, and anticipated measurable impacts. This should not be longer than one (1) page.

## **Budget Narrative**

Provide a narrative that explains the amounts requested for each line in the budget. The budget justification should specifically describe how each item will support the achievement of the proposed objectives. The budget justification **MUST** be concise. Do **NOT** use the justification to expand the project narrative.

### **1. Educational Outreach and Training Supplies**

Educational supplies are considered brochures, handouts, art/craft and student/general public supplies that are in direct relationship to the project. Please provide estimated cost for educational supplies.

Training Supplies are considered those items needed to conduct instructional workshops such as films, audiovisuals, books, workbooks, curriculum guides, periodicals, and bulletins. Costs for periodicals and bulletins must be pro-rated for the grant period.

### **2. Printing**

Please provide estimated cost for any proposed printing costs. All printed materials funded by the sub-grant must bear the prominent statement acknowledging support to the effect that printing was made supported through funding from the Nevada Department of Agriculture (NDA). Printing materials must include the logo of both the USDA and the NDA.

### **3. Sub-Grants/Awards/Stipends**

Please provide estimated cost for any proposed sub-granting and stipend costs. Before Sub-Grants, awards or stipends over \$1,000 per individual or organization are made, please provide list of grantee(s) to NDA for review.

### **4. Other Costs**

“Other” cost are those direct costs that cannot be categorized into any of the budget narrative categories. Please itemize these costs and describe their relationship to this project.

### **5. Administrative Fee**

Indicate any administrative fees to be charged to Grant and what general activities this includes. Per USDA guidelines, no more than 3% of the assets can be used for administrative fees.

<b>Budget</b>
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The budget period for the FY 2016 grantee is 24 months, from March 2016 to March 2018. See attached Budget Workbook.

## **Part V: Application Review and Selection Process**

<b>Application Review and Selection Process</b>
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### **Technical and Fiscal Review**

Applications will be reviewed internally by the Department’s fiscal staff who provide a financial and technical review for eligibility, completeness, accuracy and compliance with the requirement outlined in this announcement. If an applicant grant packet is deemed ineligible, fiscal staff will provide information about the components or elements that did not meet state eligibility requirements.

## **Evaluation Committee/Criteria**

During the application review process, clarification regarding application content may be requested. In addition, budget modification may be requested to align individual project budgets with total funding availability.

The evaluation process will include the use of an independent review panel of experts or qualified individuals, overseen by State department of agriculture officials, to evaluate and score applications and recommend project proposals for selection. The review panel should also provide a recommended award amount for project proposals.

This includes the factors and reasons for selecting an applicant and any changes in project proposal ranks/scores that may occur during the review process. All documentation affecting the decision to approve, disapprove, defer, or otherwise not fund an application should be maintained in an accessible, centralized program file.

Review panel members must be free from conflicts of interest and conduct fair and impartial reviews. The Department is required to keep on file written conflict of interest disclosures from their review panel members.

Individuals that have a conflict of interest may have:

- Served as advisors/advisees of the applicant;
- Collaborated with the applicant over a designated amount of time; currently affiliated with, previously employed by, or are being considered for employment at the institution(s) of the applicant(s);
- Hold a personal/familial relationship with the applicant(s); or
- In recent years, participated in a consulting/financial arrangement with the applicant.

Program staff who are directly involved with the management of the grant program or who meet any of the criteria above, should also not participate in the review panel. Conflicts of interest have the potential to diminish the credibility of the selection process and leave the State vulnerable to challenges about the fairness of their competitive review process.

## Nevada Department of Agriculture Grant Application Scoring Rubric

Grant Project Title: \_\_\_\_\_

Checklist of documentation:|

☐ Cover Letter

☐ Adequate Personnel Descriptions & Qualifications

☐ Copy of Business License or Proof of Good Standing

☐ Quotes for Special Equipment Purchases. If not applicable, check here: ☐

Criteria	Excellent (Score 5 or 6)	Good (Score 3 or 4)	Average (Score 1 or 2)	Score
<b>Project Narrative</b>	Proposed project is clear with strong evidence of careful thought, planning and research	Proposed project is general and requires further thought, planning and research	Proposed project is unclear and lacks planning and research	
<b>Budget Narrative &amp; Budget</b>	Budget is clearly detailed, with no evidence of “padding” for items not covered by grant	Budget is somewhat detailed, but requires clarification	Budget lacks details and/or contains serious “padding” for items not covered by grant	
<b>Clarity of Goals &amp; Objectives</b>	Goals and objectives are clearly defined	Goals and objectives are vaguely defined	Goals and objectives are not defined	
<b>Impact on agricultural literacy &amp; education</b>	The proposal clearly describes how the project/activity will enhance or augment youth learning/training	The proposal describes some potential for enhancements to student learning/training	Impact of proposed project/activity is unclear or not addressed	
<b>Documentation</b>	The proposal clearly describes how the impact of the experience will be documented/evaluated and reported	How the impact of the proposed project will be documented/evaluated and reported was unclear	Documentation/evaluation strategies are not addressed	
25-30 points - Definitely funded providing grant dollar availability 20-24 points - Funding possible; discussion necessary 20 points and below - Not considered			<b>Total Score:</b>	

### **Finalization of NDA Funding Recommendations**

Funding recommendations are sent to the to the Department's Fiscal Administrator to be finalized by the Department's Director's Office.

### **Appeal Process**

If an application is not funded, the applicant may appeal if the applicant demonstrates one of the following: 1) The application was submitted incorrectly; 2) Department staff provided misinformation; or 3) Department staff failed to follow existing policies.

Notice of Appeal must be made in writing on the applicant agency's letterhead to the Fiscal Administrator of the Nevada Department of Agriculture within seven (7) calendar days of the Intent to Award announcement on the Department's website. The Notice of Appeal must be signed by the same Authorized Representative who signed the application submittal cover letter.

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## **Part VI: Grant Award/Post-Award Process**

### **Grant Award/Post-Award Process**

#### **Grant Acceptance/Grant Management Process**

Upon final approval, all sub-grant recipients must sign a Notice of Sub grant Award Agreement stating that funds shall be used as described in the application. A signed and initialed grant guidelines document must also be submitted in order to demonstrate acknowledgement and understanding of sub-grant requirements.

#### **Post-Award Management**

By signing the sub-agreement you agree to the terms in the Uniform Federal Assistance Regulations, complete activities outlined in your approved proposal, all state and federal laws, approved budget, NV Ag policy/procedures, and Award Terms and conditions of parent award.

#### **Sub Award Document /Contract**

- Disclose Conflicts
- Use award funds for purposes only as specified in agreement.
- You must comply with all labor laws, Civil Rights Act of 1964, and the
- American Disabilities Act.

### **Budget or Programmatic Changes**

All requests for programmatic and budget changes to grant awards must be submitted in writing. Grantees cannot make changes to the grant award without written prior approval from the Nevada Department of Agriculture. Proposed programmatic and budget changes can be mailed to:

Nevada Department of Agriculture  
Administration Division  
Attn: Amber Smyer, Literacy Coordinator  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431

Or, proposed programmatic and budget change may be submitted by email to:

[asmyer@agri.nv.gov](mailto:asmyer@agri.nv.gov)



Proposed programmatic and budget changes will be reviewed by program staff for their reasonableness. Program staff will make recommendations for changes in writing to the Fiscal Administrator. The Fiscal Administrator will provide a final decision in writing to the grantee.

Written prior approval is necessary, but limited to the following as they are anticipated:

- Revision to the scope, objectives, location, or methodology of the sub-grant award;
- Change in key personnel when as specified in application package and sub-grant award;
- Cumulative transfers among direct cost categories, or, if applicable among separately budgeted activities or projects which exceed 10 percent.

Requests must be in writing prior to the change. They will be accepted via e-mail or hardcopy and should include a description, justification, and the project lead signature (who signed the agreement).

Extensions to the award dates will not be approved.

## **Reporting Requirements**

### **Performance Reports are required annually**

The grantee will be required to submit a report by July 30<sup>th</sup> of each year, 30 days following the closing of the fiscal year. This report must include the following:

- Assets at end of prior fiscal year
- Assets at end of current fiscal year
- Documentation for any allowable administrative expenses in current fiscal year
- Summary of project result such as number of customers served, rural residents assisted, total dollars committed and other information deemed useful in describing the program and its impact the past fiscal year

### **Project Close Out**

All funds must be expended or invested by the expiration date listed on the sub-grant agreement. Final reports are due 60 days after project completion.